



***BUILDING DEPARTMENT
TOWN OF EAST HAMPTON***

*300 Pantigo Place – Suite 104
East Hampton, New York 11937*

DRAFT

Rental Property Registration Update Form

To update your residential rental property please follow these three steps:

1. Provide only the information that needs to be updated on the Rental Property Registration Update Form
2. Provide the Rental Registration Number assigned to the rental property
3. Include a Rental Property Registration Update Fee of \$25

Date

PROPERTY OWNER INFORMATION

Name(s)

Physical Address

Mailing Address

Telephone Numbers

AGENT INFORMATION (if applicable)

Name(s)

Physical Address

Mailing Address

Telephone Numbers

RENTAL PROPERTY INFORMATION

Physical Address

Suffolk County Tax Map #

Number of Rooms in Rental Property

Number of Bedrooms

Square Footage of each respective bedroom in the rental property

Bedroom #1

Bedroom #2

Bedroom #3

Bedroom #4

Bedroom #5

Bedroom #6

Bedroom #7

Bedroom #8

Bedroom #9

Previous Rental Registration Number

TENANT INFORMATION

Length of Tenancy

Rental Start Date

Rental End Date

Number of Tenants (if known)

Please note: properties may be registered without a known tenancy or term. In the event a property is registered without tenant information, a Rental Property Update Form shall be filed when the number of tenancy and term of tenancy becomes known, but in any event prior to commencement of a rental tenancy.

OWNER/AGENT

Sworn to before me this _____
_____ day of _____, 20____.

(Notary Public)